

LIBRARY CARD POLICY

Approved by Library Board of Control at public meeting January 27,
2014, last previously revised Nov. 29, 2012

Library cards are currently only issued in person (not by mail or online). Picture identification with current proof of address is required to obtain a library card. The applicant must also sign a statement acknowledging financial responsibility for all use of the card. The statement is signed in the presence of library staff who have verified the applicant's identity by photo ID.

If the address is not current on the picture ID, then additional proof of address (name on a bill, etc.) will be required.

Resident cards are provided to persons who can demonstrate that they are residents of Evangeline Parish. First cards are free, and all replacement cards are \$3 each.

Non-resident cards are provided to persons living in one of the parishes that border Evangeline Parish or to persons who have Libraries Southwest library cards in good standing. First cards for nonresidents are \$3, and all replacement cards are \$3.

Persons who do not live in Evangeline Parish, in one of the parishes that border Evangeline Parish, or that do not have a Libraries Southwest card in good standing are ineligible for an Evangeline

Parish Library card. However, they are welcome to use the library's resources within the library. For computer use they will be issued a guest pass.

If an applicant for a non-resident card can prove that they work, attend school, or own property within Evangeline Parish, then the initial \$3 library card charge will be waived. Required proof to have the initial \$3 library card fee waived for non residents is as follows:

- 1) Employment in Evangeline Parish : Employee ID card or pay stub
- 2) School attendance in Evangeline Parish: School ID or report card. Note that all requirements for issuing a library card to minors (see below) must be met.
- 3) Property ownership in Evangeline Parish: property tax bill

Staff may ask for additional proof of age and/or residency, custody or guardianship, etc. in making library cards.

Adults accompanying minors, please note the following:

- NO cards will be issued to anyone under age 18 without the signature of a parent or legal guardian, who must provide proof of identity and address. By signing for the minor's card, the adult AGREES TO BE RESPONSIBLE FOR ALL CHARGES

(FINES, LOST ITEM CHARGES, ETC.) INCURRED BY THE MINOR OR ANYBODY ELSE IN THE USE OF THE CARD.

- If you have TEMPORARY guardianship or legal custody of a minor and wish to obtain a library card for them, it will be your responsibility to prove temporary guardianship and to notify the library when the guardianship or custody ceases. A block will be put on the minor's library card until a new legal guardian signs for the minor's use of the card. You remain responsible for the minor's card use until you have notified the library that you are no longer responsible. Any charges incurred before you notify the library will remain your responsibility.
- ONLY a parent or legal guardian may sign for a minor's card. While we appreciate that grandparents, other relatives, family friends, tutors, and babysitters may want to obtain a card for a minor to encourage the child's use of the library, under Louisiana library privacy laws we cannot discuss a minor's library account with anybody except a parent or legal guardian or law enforcement with a subpoena. If we cannot send you fine notices or discuss the minor's account with you, then you will not be allowed to sign for the minor's card.
- If you are a relative or friend who is NOT the parent or legal guardian, you might consider checking out items for the child's use on your own card. However, you will be financially

responsible for any late fees or lost or damaged charges on items checked out by anybody on your card. We strongly recommend that any items checked out to your account remain in your possession until you return them to the library. (Have the child read them in your home, for example.)

- Minors can have their cards converted to adult cards free of charge when they reach the age of 18. They are solely financially responsible for any charges incurred on the card after they become 18 and should not loan their card to others.
- Patrons of all ages should not loan their card to others or give others their library card number. This includes for computer use. It is a violation of the computer terms of use to use multiple cards or others' card numbers (see Electronic Resources Policy).

An adult cardholder will be financially responsible for all transactions performed with his or her card, regardless of who made the transactions. The adult co-signer on a minor's library card will be financially responsible for all transactions performed with the minor's card, regardless of who made the transactions.

Anybody whose card is lost or stolen is financially responsible for all charges incurred before the library is notified so the card can be blocked. Call the library as soon as you determine the card has been

lost or stolen. The card will then be blocked so that no further charges can be incurred.

It is a violation of policy to have more than one library card in the same name. Both cards will be blocked, and the cardholder will not be able to check out items or use library computers until the issue is resolved.

Issuance of teacher or group cards: See Director.

Item checkout limits, checkout times, and fines and fees on late or lost or damaged items are detailed in the accompanying circulation policy. See attached. Checkout of more items and use of public access computers will be blocked until items are returned and fines and fees are paid.

For interlibrary loan items, additional charges may be added by the lending library and will be then assessed to the borrower. Interlibrary loan use will be blocked if items are not returned promptly, if interlibrary loan materials are returned in damaged condition, or if interlibrary loan routing bands (necessary to ensure items get back to their owning libraries) are mutilated or removed.

Please note: Signing for a library card will be taken as acknowledgment that you have read and agreed to the terms of this policy, whether or not you have read it. Please read BEFORE you

sign for the card and incur financial liability. Charges, may, at the library's discretion, be turned over to a collection agency.

Cards are good for one year and may be renewed annually by calling to update your address and contact information. If your card expires, do not throw it away; instead, call the library to have it renewed.